

REPORT FOR WEEK ENDING 13 July 1959  
FROM  
RECORDS CENTER

During the week the following accessions were made:

OCR	61 cu ft
OCI	13 " "
OSI	2 " "
ORR	4 " "
OO/FBID	3 " "
COMMC [REDACTED]	8 " "
SECURITY	19 " "
LOGISTICS	2 " "
COMPTROLLER	8 " "
PERSONNEL	2 " "
Sub-Total:	<u>122 cu ft</u>
Finished Intelligence	225 " "
Total :	<u>347 cu ft</u>

Map Negatives	1,571 cu ft
Records Holdings	31,739 " "
Distribution Material Holdings	14,544 " "
Total :	<u>47,854 cu ft</u>

Distribution Material Disposed of at Center	17 cu ft
Distribution Material Transferred from Center	30 " "
Records Disposed of at Center	107 " "
Records Transferred from Center	7 " "
Total :	<u>161 cu ft</u>

### Accessioning and Disposal

The seventh and final volume of the Gazetteer for USSR was received and processed. This volume utilized 170 cubic feet. The seven volumes together utilized a total of 1,211 cubic feet.

During the week 49 cubic feet of records were destroyed leaving an accumulation of 712 cubic feet in the disposal area.

### Reference

Reference activity for the week has been normal.

### News

[REDACTED] Supply Division ran out of Records Center boxes about the middle of June.

CONFIDENTIAL

CONFIDENTIAL

REPORT FOR WEEK ENDING 13 July 1959 FROM RECORDS CENTER

To date 800 boxes have been obtained from the BSO in R & S Building. Management Staff completed the necessary forms for the Records Center couriers to pick up these boxes.

On 9 July attended [ ] Staff Meeting and the following items were discussed:

- (1) [ ] will no longer work up the payroll; it will be taken care of at Headquarters
- (2) Each division [ ] will be asked to revise their EP plans

The incinerator that was developed by the Batelle Memorial Institute has been delivered and installed at the Records Center. [ ] will be "field testing" it for the next two or three weeks on material held in the Records Center Disposal Area. A Records Center employee will assist him each day, and in this way all employees will be trained in the operation of it when it is turned over for Records Center use. 25X1

Visitors

[ ]

Chief, Records Center )

CONFIDENTIAL